

S E C R E T

A G E N D A

OFFICE OF LOGISTICS QUARTERLY PLANNING CONFERENCE

5 May 1983 - 1000 Hours



25X1

PRESENTER

Daniel C. King, D/L

Opening Remarks

Objectives

Conduct a Comprehensive Review of Personnel
Management Functions

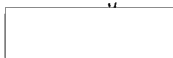


Provide a System for More Timely and Efficient
Response to Space Requirements (CADS)

Implement the Digital Prepress System

Continue to Work with GSA for Improved Service

Construct 50,000 NET Square Feet of Space



Improve Responsiveness to Politically Sensitive
Requirements for Goods and Services

Provide Support to SAFE, Phase II

25X1

25X1

25X1

Closing Remarks

Approved First Quarter

Daniel C. King

Office: OL/P&TS

Objective Statement: Comprehensive Review of Personnel Management

Responsible Officer: _____

Significant Funding Amount: \$ _____ FY _____

Quarter Ending: _____

O - Scheduled

X - Actual

25X1

- 2 -

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
<u>Career Development</u>												
Establish a Logistics Professional Development Program for all OL entrants:												
1. Canvass OL division and staff chiefs on training required in each specialty.		OX										
2. Design a training program to cover all OL components with emphasis on the specialty to which the entrant will be assigned.							O	-	-	-	-	O
3. Implement the program.								O	-	-	-	O

SECRET 7

SECRET

Office: *OL/PITS*
 Objective Statement: *COMPREHENSIVE REVIEW OF PERSONNEL MANAGEMENT*
 Responsible Officer:
 Significant Funding Amount: \$ FY 1983
 Quarter Ending:

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
<u>RECRUITMENT</u>												
Identify sources of minority applicants of interest to OL and methods to recruit these individuals.											O	
Utilize outcome of preceding objective in current recruitment effort.											O	
<u>PERSONNEL EVALUATION</u>												
Review OL personnel evaluation criteria and revise as appropriate.												O
<u>COMMUNICATIONS</u>												
1. Develop content of and procedures for interviews with new ML careerists.									O			
Initiate interview program.										O		
2. Develop concept of a quarterly newsletter on personnel topics for OL employees.										O		
Publish first issue of the newsletter.												O

Office: OL/P&TS
 Objective Statement: Comprehensive Review of Personnel Management
 Responsible Officer:
 Significant Funding Amount: \$ FY
 Quarter Ending:

O - Scheduled
 X - Actual

25X1

- 2 -

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
<u>Career Development</u>												
Establish a Logistics Professional Development Program for all OL entrants:												
1. Canvass OL division and staff chiefs on training required in each specialty.		OX										
2. Design a training program to cover all OL components with emphasis on the specialty to which the entrant will be assigned.							O	-	-	-	-	O
3. Implement the program.								O	-	-	-	O

SECRET 7

SECRET

Approved For Release 2008/06/26 : CIA-RDP86-00735R000100140020-7

Office: OL/RECD
Objective Statement: Provide a training facility
Responsible Officer:
Significant Funding Amount:
Quarter Ending: 31 March 1983

O — Scheduled
X — Actual

25X1
25X1

[illegible]

Approved For Release 2008/06/26 : CIA-RDP86-00735R000100140020-7

Office: OL/LSD
 Objective Statement: Provide a system for more timely and efficient response
 Responsible Officer: to user requirements
 Significant Funding Amount: \$ _____ FY 83
 Quarter Ending:

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
In conjunction with ODP and OL/RECD/HEB, refine requirements for acquiring a Computer-Assisted Design & Drafting System					X	←	-----				0	
Establish requirements for a Request for Proposal (RFP)					X	←	-----				0	

Office: OL/RECD
 Objective Statement: Continue to Work with GSA for Improved Services
 Responsible Officer:
 Significant Funding Amount: FY 82 and
 Quarter Ending: 31 March 1983

O — Scheduled
 X — Actual

25X1
 25X1
 25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Either by Delegation of Leasing Authority from GSA or by use of DCI Authority, obtain the following new space for Agency purposes:												
Lease and renovate <input type="text"/> Building												
Begin Renovation		0X										
Complete Renovations and Occupy Building					0	-----0X						
Lease and renovate <input type="text"/> Building												
Complete requirements drawings and submit to Lessor						0X						
Lessor preparation of contract drawings and submission of cost proposal									0			
Review of Government and Lessor cost determinations and negotiation of construction cost agreement										0		
Complete renovation and occupy building										0	-----*	
*Anticipated occupancy <input type="text"/> Building is November-December, 1983												

25X1

25X1

25X1

Office: OL/RECD
 Objective Statement: Continue to Work with GSA for Improved Services
 Responsible Officer:
 Significant Funding A Y 82 and
 Quarter Ending: 31 March 1983

O — Scheduled
 X — Actual

25X1
 25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Investigate improved power plant reliability at Headquarters.												
Utilities reliability study and resource requirements - power plant												
Perform Study	OX	-----	-----	0								
Brief DDA and Staff					0	X						
Brief GSA Staff						0	-----	0				
Determine future responsibility for Maintenance & Operation												

Office: OL/LSD and OL/RECD

O — Scheduled

Objective Statement: To continue to work closely with GSA to improve service to the Agency

X — Actual

Responsible Officer:

and obtain independent authority for the Agency to lease, acquire, or construct real property.

25X1

Significant Funding Amount: \$ _____ FY _____

Quarter Ending:

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
o Meet regularly with project control officer from the Office of the Administrator, GSA.		X		X			0		0		0	
o Perform monthly "Walk-Abouts" with DDA.	X	X	X	X	X	X	0	0	0	0	0	0
o Coordinate action items with GSA Buildings Manager.	X	X	X	X	X	X	0	0	0	0	0	0
o Provide project support officers to outlying buildings to identify problems, evaluate GSA performance and coordinate actions.	X											
o Work with GSA Region III to develop a prospectus for <input type="text"/> Building.							0					

25X1

Office: RECD/OL and LD/SG/NPIC
 Objective Statement: Construct 120,000 NET SQ. FT.
 Responsible Officer:
 Significant Funding A FY 82 & 83
 Quarter Ending: 31 March 1983

O — Scheduled
 X — Actual


25X1
 25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
<u>CONSTRUCTION PROJECT MILESTONES</u>												
COMPLETE 3rd FLR <input type="text"/> DESIGN	OX											
AWARD OPTION 1 - INTERIOR FINISH FLRS 1-3		OX										
AWARD OPTION 2 - CONSTRUCT FLRS 4-6		OX										
AWARD <input type="text"/> CONSTRUCTION			OX									
<u>CONSTRUCTION SCHEDULE</u>												
RESOLVE FOUNDATION PROBLEM - DIRECT GEN CON TO MODIFY PILINGS				OX								
REVISE CPM NETWORK					0		X					
TOP OUT 6 STORY STRUCTURE (TBR)											0	
STRUCTURE CLOSED TO WEATHER (TBR)												0
<u>TENTATIVE REVISION OF BOD</u>												
FLR 1 & 2 BOD 1 MAR '84												
FLR 3 BOD 10 MAY '84												
FLR 4 BOD 10 MAY '84												
FLR 5 & 6 BOD 1 OCT '84												

25X1


25X1

													ADDITION												25X1										
COMPARATIVE CONSTRUCTION SCHEDULES																																			
1983													1984												1985										
	1st Qtr				2nd Qtr				3rd Qtr				4th Qtr				1st Qtr				2nd Qtr				3rd Qtr				4th Qtr				1st Qtr		
	J F M			A M J			J A S			O N D			J F M			A M J			J A S			O N D			J F M										
														1,2,3 Flrs												4,5,6 Flrs									
ORIGINAL CONTRACT																																			
DELAYED SCHEDULE																																			
5 MONTHS SLIP (1)													1,2,3 Flrs												4,5,6										
REVISED SCHEDULE TBR (2)													1,2 Flrs												3,4 Flrs		5,6 Flrs								

 ADDITION

25X1

CONSTRUCTION PROGRESS

- AS OF 10 APRIL - ALL 1st STOREY COLUMNS POURED
 - 25% OF 2nd FLR SLAB POURED
 - EXPECT 2nd FLR COMPLETION BY 25 APRIL '83
 - EXPECT SUBSEQUENT FLOORS EVERY 20 DAYS
- CONTRACTOR IS CORRECTING REVISED CPM, DUE BY 18-22 APRIL '83
 - ESTABLISH AMOUNT OF DELAY AND ACCELERATION COSTS FOR AN OCT '84 CONTRACT COMPLETION
- MINOR ACCELERATION COSTS  HAVE BEEN INCURRED TO ASSURE WEATHER CLOSURE BY NOVEMBER 1983

25X1

RLH 4/13/83

Office: Procurement Division, OL

O — Scheduled

Objective Statement: Improve Responsiveness to Requirements for Goods and ServicesX — Actual

Responsible Officer: that are Politically Sensitive

25X1

Significant Funding Amount: \$_____ FY 83

Quarter Ending: 31 March 83

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
I. Develop a system to monitor and timely satisfy requirements that are sensitive, have executive interest and are needed for operational support.												
a. Establish a method of identifying those requirements that need to be monitored upon receipt.			OX									
b. Identify modifications to PDMIS that will automatically monitor the requirements.				OX								
c. Implement and test the modifications to PDMIS.						OX						
II. Execute renewal service contracts by the end of the Fiscal Year (Except those subject to GSA schedule requirements).												
a. Define the problem				O-	-O-	- -	- -	-O				
b. Explore alternative procedures								O-	- -	-O		
c. Implement										-O-	- O	

Office: OL/PD

Objective Statement: Improve Responsiveness to Requirements for Goods and Services that are Politically Sensitive

Responsible Officer:

Significant Funding Amount: \$ _____ FY 83

Quarter Ending:

O — Scheduled

X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Develop a system to monitor and timely satisfy requirements that are sensitive, have executive interest and are needed for operational support.												
a. Establish a method of identifying those requirements that need to be monitored upon receipt.			OX									
b. Identify modifications to PDMIS that will automatically monitor the requirements.				OX								
c. Implement and test the modifications to PDMIS.						OX						

Office: OL/PD
 Objective Statement: *CONTRACT RENEWALS - AN AGE OLD PROBLEM*
 Responsible Officer: *Politically Sensitive*
 Significant Funding Amount: \$ _____ FY 83
 Quarter Ending:

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Execute renewal service contracts by the end of the Fiscal Year (Except those subject to GSA schedule requirements).												
a. Define the problem				0	--	0						
b. Explore alternative procedures								0				
c. Implement										0		

Office: OL/LSD and OL/RECD
 Objective Statement: Provide support to SAFE, Phase II
 Responsible Officer:
 Significant Funding Amount: \$ FY 83
 Quarter Ending:

O — Scheduled
 X — Actual

25X1
 25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Renovate space and relocate personnel and equipment (LSD).												
a. Complete drawings to relocate the Map Library.		OX										
b. Complete backfill of space allocation to the DCI area, DDO, DDA and DDS&T.			OX									
c. Free up space for Phase II.					0---X							
II. Complete modifications of space (RECD).												
a. Complete Phase II Design.		0-----X										
b. Award Phase II Construction.					0---X							
c. Complete Phase II Construction.											0---X	

Office: OL/RECD/HEB

O — Scheduled

Objective Statement: Site Construction, Phase II, Project SAFE

X — Actual

Responsible Officer:

Significant Funding An Y 82

Quarter Ending: 31 December 1983

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Advertise Contract			OX									
2. Open Bids				O								
3. Award Contract					O	X						
4. Site Construction							O					
5. Receive and Install UPS										O		